

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

27 November 1957

OFFICE OF PERSONNEL MEMORANDUM NO. 20-715-1

SUBJECT: Separation for Military Service and Subsequent Restoration to Agency Employment

REFERENCES: (1) Universal Military Training and Service Act
(2) Executive Order 10180
(3) Chapters R-6 and Z-1 of the Federal Personnel Manual

STATINTL

1. A staff employee or staff agent (other than [REDACTED] agent) who leaves a permanent position to enter on active military duty with the Armed Forces will be separated by administrative action. However, such action will not become effective until he has entered on active military duty. Upon receipt of his application for restoration, he will be considered as having been on military furlough from Agency employment and he will be granted all benefits and restoration rights provided by applicable laws. Contract employees are not, by virtue of their temporary status, eligible for this action.

2. The operating component to which the staff employee or staff agent is assigned should promptly inform the Position Evaluation Division (PED) and the Personnel Assignment Division (PAD) of the individual's imminent departure for military service so that the necessary processing can be completed before the individual leaves the Agency.

3. Upon receiving information that an employee intends to leave the Agency to enter the military service, PED will confirm that the existing position description is an accurate presentation of the employee's assigned duties and responsibilities, or, will prepare and allocate a new position description, as appropriate. The employee's signature will be obtained on a copy of the position description and on a memorandum containing such certification. This memorandum will be maintained in the employee's Official Personnel Folder.

4. PAD, upon receiving similar notification, will arrange for an exit interview for the employee. During his exit interview, the employee will be advised of his leave rights, restoration rights, the identity of the position he is leaving, his retirement rights and benefits, and his obligation to notify the Agency of the exact date he enters on active military duty, as soon as that occurs. PAD will also advise the Cover Division, DD/P, of all employees separating for military service in order that the Cover Division may investigate each case and determine if the retirement records (Form 2806, Record of Retirement Deductions) should be handled in the routine fashion or through established secure channels.

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C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

OPM 28-57

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

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5. The Forms 2806 for these sensitive cases reported by Cover Division will be obtained from the Comptroller's Office by the Benefits and Casualty Division who will ensure that these forms are processed in the Civil Service Commission in a secure manner.

6. The Records and Services Division (RSD) will prepare Form 1150, Notification of Personnel Action, indicating the nature of action as "Separation-Military Service". The Form 1150 will identify the position the employee is vacating but will not be completed as a separation action until notification is received that the employee has actually entered on active military duty.

7. Administrative leave of absence, not exceeding one day, will be granted to employees for purposes of determining physical fitness for prospective entrance or actual induction or enlistment in the military service. Leave in excess of one day will be charged to annual leave. If an employee is rejected for military service after being granted leave of absence for that purpose, he will be entitled to return to his position without reduction in seniority, status, or pay provided he makes application within 30 days.

8. Agency action while employee is absent on military duty:

a. Regradings: If the employee's position is regraded upward during his absence, personnel action shall be taken placing him in the regraded position. If the position is regraded downward during his absence, no personnel action shall be taken until he returns and is restored. At that time, any downgrading will be processed in accordance with the provisions of Section 14 of the Veterans' Preference Act of 1944, as amended.

b. Promotions: An employee absent on active duty shall be given the same consideration for promotions as employees on duty. To ensure such consideration, all records examined by the Competitive Promotion Evaluation Panels, including the biographic profile and the date-of-grade roster prepared by the Statistical Reporting Branch, shall indicate that the employee has been separated for military service only and remains eligible for promotion. The Records and Services Division will advise the Machine Records Division in those instances when an employee absent on military duty is promoted.

c. Reorganizations: In the event of any reorganization which affects the position of any staff employee or staff agent absent on military duty, PED, in conjunction with the operating office, shall determine the position of comparable grade to which the employee shall be assigned and this shall be appropriately recorded.

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

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9. Restoration After Military Service:

a. An individual returning to Agency employment from military service is responsible for making application for restoration. He must be restored to the position he left or one comparable in grade and responsibility as soon as possible, and in no event later than 30 days after his application for restoration is received in the Agency.

b. To be eligible for restoration, an employee:

(1) must have been separated from Agency employment for military service;

(2) must not have served in excess of four years exclusive of any additional service imposed by Federal law;

(3) must present, at the time of his restoration, a certificate of satisfactory completion of service from the military service or training program under which he has served;

(4) must apply for restoration not more than 90 days after release from the Armed Forces or after hospitalization which has continued after discharge for not more than one year; and

(5) must be qualified to perform the duties of his position.

c. If he has incurred a disability which affects normal job performance and efficiency or is likely to endanger the health of himself or others, every effort will be made to place him in a position commensurate with his qualifications in such a way as to provide him like seniority, status, and pay or the nearest approximation thereof consistent with the circumstances in his case.

d. Requests for security clearance, containing the notations, "restoration from Military Service" and "entrance on duty will be effective on or about (date)", will be initiated immediately upon receipt of application for restoration. When necessary, an employee entering on duty without full clearance, or, a fully cleared individual whose marital status has changed by virtue of marriage to an alien, should be placed on interim assignment pending receipt of clearance from the Office of Security.


C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

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e. Generally, individuals who have been absent from Agency service for less than one year will not be required to undergo a second physical examination at the time of entrance on duty unless the Medical Office indicates otherwise. In cases involving an absence of one year or more, however, arrangements will be made with the Medical Office to re-examine employees for placement qualifications purposes.

10. Upon notification that an employee has failed to apply for restoration within the allotted time after completing his military service, the Records and Services Division will forward appropriate documentation to the Machine Records Division and to the individual's Personnel File Folder to ensure his removal from current Agency rosters. The Records and Services Division will, in addition, maintain a "tickler" file for all employees separated for military service and automatically drop from Agency rolls those employees who fail to apply for restoration within 51 months of their Agency separation date.

STATINTL


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Director of Personnel

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

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